Nevada Division of Environmental Protection
Bureau of Water Quality Planning
Nonpoint Source Program

319(h) Grant Proposal and E-Form Instructions

Refer to RFP No. 319-2011-01, http://ndep.nv.gov/bwqp/npsgwp.htm

Submittal Deadline: 5:00 PM, September 9, 2011
BWQP Email Received, Stamped Received OR Postmarked

Dear Interested Parties:

The Nevada Division of Environmental Protection- Bureau of Water Quality Planning seeks 319(h) Grant Proposals annually for the use of grant funding from the Nonpoint Source Pollution Prevention Program. The *Grant Proposal E-Form* is available for prospective applicants to apply for grant funding and to allow for electronic submittal of Grant Proposals.

To ensure that an applicant's Grant Proposal is complete, eligible, and competitive, applicants must reference RFP No. 319-2011-01 for additional grant program and application information. In addition to the E-Form, other attachments may be required to prepare a complete proposal.

When to Submit the 319(h) Grant Proposal:

The Proposal Acceptance Period is advertised in the fall via a news release and on the Bureau's website, including the RFP. The Grant Proposal Acceptance Period is 8:00 AM, July 18, 2011 to 5:00 PM, September 9, 2011. Please see **http://ndep.nv.gov/bwqp/npsgwp.htm** to confirm final submittal dates and deadlines.

DEPARTMENT OF CONSERVATION & NATURAL RESOURCES

Birgit Widegren, Branch Supervisor
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Where to Submit a 319(h) Grant Proposal:

You are required to submit the Proposal E-Form to the Bureau electronically as an attachment to an email. Please email the completed form and all relevant electronic attachments to Ms. Birgit Widegren, Branch Supervisor, Nonpoint Source Program at the following email address:

bwidegren@ndep.nv.gov

Note: For all proposals located in the Lake Tahoe watershed, electronic submittals should be directed to Mr. Jason Kuchnicki – Supervisor, Lake Tahoe Watershed Unit at the following email address:

jkuchnic@ndep.nv.gov

If preparation and submittal of the proposal electronically represents a hardship, *you must contact Ms. Birgit Widegren to explain the nature of the hardship, and to obtain authorization to submit a printed proposal.* If authorized, printed proposals and attachments may be hand delivered or submitted via U.S. Mail* to the following physical address:

*Mailed submittals *postmarked* by the Acceptance Period Deadline will be accepted.

Nonpoint Source Program
Bureau of Water Quality Planning
Department of Conservation and Natural Resources
Bureau of Water Quality Planning
Attn: Ms. Birgit Widegren
901 S. Stewart Street, Suite 4001
Carson City, NV 89701

How to Submit the 319(h) Grant Proposal E-Form:

The E-Form is located on the Bureau's webpage at the following URL: http://ndep.nv.gov/bwqp/npsgwp.htm. Copy and save the document in your personal directory, and complete the form by filling in the blanks with text, selecting relevant drop-down information, and/or by checking boxes as appropriate. Once complete, save again to your directory, and attach to an email and submit. Within the same email, attach additional relevant documents necessary to complete the proposal. PDF, MS Word, and MS Excel formatting is required. In this email's subject line, type *RFP No. 319-2011-01*.

In addition to these detailed instructions, the Proposal E-Form itself includes Help dialogue boxes that are embedded in specific fill-in Form Fields, highlighted in yellow. Help dialogue boxes are accessed by keying F1. Note that not all fill-in fields include this tool, as most of the information required is self-explanatory.

What must be included in the 319(h) Grant Proposal E-Form:

Your proposal must include the following components*:

*(*Note that all necessary components are included in the **319(h) Grant Proposal Electronic Form** with limited field descriptions. For more detailed instruction, see below.)*

1. **Proposal Summary**

   a. **Project Title.** In ten words or less, clearly identify the type of project proposed.

   b. **Primary Contact Person.** Provide contact information (i.e., name, title, mailing address, e-mail address and phone number) for the person who will oversee the proposed project.

   c. **Lead Agency/Organization.** State the name of the entity that, if selected for 319(h) funding, will enter into a legal contract with the State of Nevada.

   d. **Organization DUNS (Data Universal Numbering System) number.** The DUNS number is a unique nine-cahracter number that identifieds your organization. It is a tool of the federal government to track how federal money is distributed. If your organization does not have a DUNS number, contact Bureau of Water Quality Planning Staff for assistance.

   e. **Primary Contact Information.** Provide contact information (i.e., name, title, mailing address, e-mail address and phone number) for the person who will oversee the proposed project.

   f. **Project Fiscal Summary.** Provide the total project cost; total amount of 319(h) funds requested; and the total amount of non-federal matching funds.

   g. **Applicant Type.** Check the appropriate box indicating Applicant Type.

   h. **Project Type.** Select the appropriate Project Type from the dropdown list.

   i. **Pre-Application Status.** Check whether a Pre-Application has been submitted and indicate the determined eligibility status.

   j. **Project Location.** Identify the project watershed(s), counties, Hydrologic Unit Code(s) (HUC) and USGS Hydrographic Region(s) included in the project area. For detailed HUC information, visit http://water.usgs.gov/wsc/map_index.html.

   k. **Waterbodies Affected.** Using the dropdown lists provided, indicate the Type and Name(s) of Waterbody(iess) Affected.

l. **Project Summary.** In 150 words or less, provide a brief description of the project. State the water quality problem to be addressed by the project; the project goals and objectives; an overview of the project, and activities/methods proposed to address the problem.

m. **NPS Categories of Pollution.** Using the dropdown lists, indicate the Nonpoint Source Category(ies) of Pollution that the project addresses. Indicate the total percentage each category represents. The total percentage must equal 100.

n. **Pollutant Load Reduction Estimate.** If applicable, estimate the anticipated load reductions for nitrogen, phosphorus, and sediment as a result of project implementation, including a method of load reduction calculation.

o. **Anticipated Project Start and Completion Dates.**

p. **Project Partners.** Provide information (including primary contact information; see item 1.c., above) for any partners involved with the project. Project Partners are generally related to the project as follows:

   i. An organization that shares all or part of the Project's goals.
   ii. Provides resources, programs or other assets that may be helpful to the Project's
   efforts.
   iii. Provides opportunities for collaboration that may be of value to this specific Project.
   iv. Has expressed willingness or actively demonstrated a desire to coordinate efforts specific to the Project.

Contribution of cash or in-kind match is not requisite of a project partner. The roles and responsibilities of partners should be clearly stated.

2. **Scope of Work (Workplan)**

a. **Introduction and Problem Statement.** Provide a succinct description of the water quality problem addressed by the project:
   i. Identify the waterbody(ies), NPS pollutant(s), source(s) of concern and extent of the problem;
   ii. Summarize and reference any data that documents the problem;
   iii. Provide pertinent watershed information (e.g., land use, human activities, ecosystem characteristics, hydrology, etc.);
   iv. If applicable, describe how the project supports an existing or planned watershed plan or TMDL; and
   v. Provide a map that clearly delineates the project area. Attach the project map as a separate electronic document when emailing the Grant Proposal E-Form.

b. Goals. Define the overall goal(s) of the project.

c. Tasks. Describe the specific project activities that will be completed:

- **i.** Provide a detailed description of the methods used to complete the tasks;
- **ii.** State the specific roles and responsibilities of all organizations or agencies involved with the project;
- **iii.** Describe the extent of public involvement and/or awareness with regard to the project;
- **iv.** Under each task description, list all deliverables produced at task completion; and
- **v.** Provide the estimated number of hours each staff position will perform by task.

3. Project Evaluation

a. Measures of Success. Identify <u>quantitative</u> indices, parameters and/or criteria that will be used to measure project success.

<u>Example 1</u>: Restore 50 acres of riparian zone.
<u>Example 2</u>: Remove 300 square feet of impervious cover.

b. Monitoring & Maintenance Program. All proposals <u>must</u> include a detailed plan that includes specific methods to monitor, measure, track and/or calculate the Measures of Success (see above). Although the level of effort will depend on the scope of the project, a suitable program will incorporate an adequate balance of the following monitoring types:

- **i.** *Implementation monitoring* — assesses whether activities were implemented as planned; the information provides immediate feedback on whether the project was carried out as intended and/or according to specifications.
- **ii.** *Effectiveness monitoring* — is used to evaluate whether project activities resulted in the intended or desired effect. Was the project successful? Were the project goals and objectives achieved? You will be asked to summarize the results of your monitoring program in order to document the level of project success. Please note that the collection of environmental data may necessitate development of a detailed Quality Assurance Project Plan (QAPP), which must be approved by NDEP <u>prior to</u> data collection.
- **iii.** *Vegetation monitoring* — may be a subset of either implementation or effectiveness monitoring, and is required for all projects that involve restoration or revegetation. This type of monitoring should include measurement of the following: (1) percent survival, (2) percent desirable (in most cases, native) species, and/or (3) percent cover.
- **iv.** *Maintenance inspection* — involves the regular inspection of implemented BMPs to ensure that they are functioning according to specifications. This type of monitoring is required for all proposed implementation projects.

v. *Education Programs* - includes pre- and post-education comprehension and likelihood of behavior change questions, with follow-up surveys conducted three months after completion of the program to substantiate retention and behavior change.

4. **Project Schedule.** Provide a schedule for which the project will operate, including the identification of key dates for completion of each task to be accomplished and submittal of associated deliverables.

5. **Contingency Plan.** Identify factors that have the potential to substantially modify the project scope, schedule, methods, or funding and describe alternative actions to be taken if the project cannot be completed as originally proposed.

6. **Project Budget.**

   a. Match Requirements. All proposed projects must include non-federal matching funds of at least 50% of the total project cost (i.e., 50/50 match means that of the 100% total project cost, 50% is 319(h) funds and 50% is non-federal match). The overall project budget must distinguish between 319(h) reimbursable expenses and non-federal matching funds. In addition, separate budgets must be provided for cash versus in-kind match.

   i. *Cash match* — as defined by 40 CFR 31.3, consists of "the grantee's cash outlay, including the outlay of money contributed to the grantee or sub-grantee by other public agencies and institutions, and private organizations and individuals."

   ii. *In-kind match* — is any donation of time, equipment, supplies, etc., where no actual cash changes hands between the grantee and the non-federal donating organization. Use the following sources to establish the value of in-kind services (or provide other justification):

   - Current Prevailing Wage Rates for Counties, from the Nevada State Labor Commission, for construction and other types of labor, online at: http://www.laborcommissioner.com/counties10.html;
   - The Nevada Occupational Employment and Wage Data, from the Nevada Dept. of Employment, Training & Rehabilitation, online at: detr.state.nv.us/lmi/data/wages/TOC000.htm; and/or
   - The local Farm Services Agency (FSA) cost share rates for equipment time (hourly or daily) or the lowest of three estimates from local rental companies or contractors.
   -

   Example 1: Boy Scout troop donates 8 hrs of labor to plant seedlings.
   Example 2: A company or landowner donates 300 ft of fence material.

b. **Budget Categories.** Itemize total costs for each category shown below:

   i. *Salaries/Wages* **-** Expenses for salaries or wages must be included in the budget. The budget summary should list the position title and base salary rate for individuals who will work on the project. The budget detail for salaries should contain a breakdown of the estimated number of hours for each staff person.

   ii. *Fringe Benefits* — Fringe benefits are items such as health insurance, retirement and medical benefits. The budget detail should list the percentage of the base salary rate used to calculate the fringe benefits. If different fringe benefit rates apply to different personnel, the rates must be listed separately for each position.

   iii. *Operating* — All operating costs, including supplies and materials, must be itemized in the budget detail.

   iv. *Travel* - Travel costs include transportation, per diem, and lodging. Itemize travel costs in the Budget Detail and Cost Breakdown. Vendors shall abide by NDEP and/or state policy regarding travel status and will be required to use State travel forms for the purposes of requesting reimbursement for travel related expenses. A summary of the most important information for the purposes of cost proposal development are provided below (additional information can be provided upon request):

   The vendor’s employee must be at least 50 miles from their respective work station to gain travel status and receive reimbursement for per diem and lodging expenses. Employees in travel status shall receive reimbursement at a rate comparable to the rates established by the US General Services Administration (GSA) for the State of Nevada. Maximum per diem reimbursement rates for Nevada’s lodging, meals and incidental expenses are established by city/county and vary by season.

   Receipts are required for all lodging expenses except in cases where the standard (non-surveyed) Continental United States (CONUS) federal per diem rate, or less, is requested. In addition to the reimbursable lodging rates, vendor may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs.

Receipts are not required for the M&IE allowance. Eligible times to receive per diem meal reimbursements are as follows:
To be eligible to receive breakfast, employee must leave his/her duty station before 7:00 a.m.;
To be eligible to receive lunch, employee must leave his/her duty station prior to 11:00 a.m. and return after 1:00 p.m.;
To be eligible to receive dinner, employee must leave his/her duty station no later than 5:00 p.m. (i.e., be on continuous work status) and return after 6:00 p.m.;

The following table contains additional information regarding allowable rates for travel expenses incurred:

TRAVEL EXPENSE	ALLOWABLE RATE	MORE INFORMATION AVAILAGBLE AT:
Per-Diem Lodging	GSA Rate	http://www.gsa.gov
Parking	Actual Cost	
Transportation Vehicle		
Mileage	NV State Rate	(Contact Bureau Staff to verify: $0.510/mile as of 1/01/11)
Airfare Public Transit	Actual Cost	

v. Either *Indirect Cost (IDC)* or *Overhead* — often used to fulfill match requirements, these costs can be reimbursed if the following requirements are met. *IDC* charges are only available to entities that have a negotiated *IDC rate* with their cognizant agency. *Overhead* may be expressed as a percentage of the direct costs. If you include *overhead* in your reimbursable budget, you must itemize the specific costs included in determining your *overhead rate*. Costs associated with the following are not allowed:

- Entertainment;
- Debt;
- Finance charges;
- Interest;
- Lobbying expenses and political contributions;
- Legal and professional services; or
- Staff or client relations and/or development.

vi. *Equipment* — individual item purchases of $500 or more must be listed separately.

vii. *Subcontract* — if applicable, separately identify all costs associated with subcontracted work on the project. All conditions described above (Section 6) apply to any subcontract. Subcontract costs must be itemized in the Budget Detail and Cost Breakdown. A separate contract budget must be submitted in the example format for each subcontract when the subcontract is executed.

c. Detailed Budget. In order to evaluate the cost-benefit of the project, provide a detailed breakdown of project costs. Provide a detailed budget, including the anticipated expenses for all budget categories listed in (b) above (Complete Table A). Also breakdown total project cost by task (Complete Table B.) If the E-Form table does not allow for the detail necessary, include the budget in Excel format as an attachment.

7. **References.** In alphabetical order, list citations for statements of fact and sources of data included in the application/proposal. The Review Committee may request copies of reference documents.

8. **Supplemental Information.** Note the type of supplemental information that is being provided in addition to the Grant Proposal E-Form.

Bureau staff may request additional information if the Proposal is incomplete or as otherwise necessary to determine eligibility and rank the project.

If additional assistance towards completed a Grant Proposal is required, please contact Birgit Widegren at (775)-687-9550 or via email at bwidegren@ndep.nv.gov.